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BEVILLY TRANE
CLERK OF SUPERIOR COURT
YUMA, ARIZONA 85364

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF YUMA

In the Matter of:

SELECTION OF SPECIAL JUDICIAL
OFFICERS

Administrative Order
No. 93-23

Pursuant to Administrative Order 93-17 of the Arizona Supreme Court dated April 8, 1993 and signed by Chief Justice Stanley G. Feldman,

IT IS ORDERED that the following standards shall govern the selection of all special judicial officers in Yuma County, including judges pro tempore, commissioners, hearing officers, juvenile court referees. All judges responsible for appointing or recommending appointment of special judicial officers shall follow these procedures. The procedures for city courts shall be consistent with existing provisions of city charters and ordinances.

1. Special judicial officers shall be selected through an open and competitive process from candidates who are highly competent and respected by their peers and clients and who bring a diversity of background, experience and skills to the bench.

1 Persons applying for judicial office shall be required to meet the
2 minimum qualifications by law, as well as special qualifications
3 which might be listed in a recruitment notice.

4 2. Any opening for a special judicial officer position will
5 be made public and announced through the following procedures:

6 A. Advertisement, if by publication in a daily
7 newspaper, at least four times during a consecutive 14 day period.
8 If by publication in a weekly newspaper it shall be advertised at
9 least twice. Provision of the position announcement will be
10 provided to the Yuma County Administrative Services Department for
11 routine processing through normal procedures within that
12 department.

13 B. Provision of the position announcement to the Yuma
14 County Bar Association.

15 3. The announcement shall include:

16 A. Qualifications for the position.
17 B. Identification of the appointing authority.
18 C. Salary.
19 D. Physical location(s) of duty post(s).
20 E. Equal Opportunity Employment Statement.
21 F. Special requirements or skills as approved by the
22 Presiding Superior Court Judge.

23 4. Application for special judicial officer positions will
24 include the following:

25 A. An application using the approved county employment
26 application form.

27 B. A resume which describes background, all aspects of
28 personal and professional background, qualifications, experience

1 and any pertinent information related to the position applied for.

2 C. Three professional and three personal references.

3 D. Applications and resumes will be forwarded as
4 directed on the position announcement.

5 5. The selection process will be such as to be sensitive to
6 representation of the ethnic, gender and political diversity of the
7 community and area or jurisdiction of that judicial officer's
8 court. The process will consist of:

9 A. The Presiding Superior Court Judge appoints a
10 Selection Committee comprised of no less than three individuals.
11 The Selection Committee shall disclose among themselves to the
12 Presiding Judge any cause for bias in favor or against any
13 applicant reviewed.

14 B. Responsibilities of Selection Committee members
15 include recruitment of qualified applicants including qualified
16 minority and women candidates who may not otherwise apply. The
17 Selection Committee shall review all applications, interview
18 selected applicants and recommend one or more applicants.

19 C. The Court Administrator will coordinate all
20 Selection Committee activities, will provide to members a screening
21 tool approved by the Presiding Superior Court Judge, and will be
22 responsible for all administrative duties pertaining to screening,
23 selection and appointment.

24 D. Selection Committee members will rank the applicants
25 and forward those rankings to the judge of the court the appointee
26 will serve, including recommendations and comments. if the judge
27 of the court in which the appointee serves recommends any applicant
28 other than the one ranked first, justification must be included.

1 The Presiding Superior Court Judge will make the ultimate selection
2 and appointment.

3 E. The Selection Committee shall choose no more than
4 eight applicants and shall recommend for appointment no more than
5 three applicants, ranking them 1 through 3 with 1 having the
6 highest ranking.

7 F. The Selection Committee will consist of a minimum
8 of:

9 (1) An attorney who is a member of the Yuma County
10 Bar Association;

11 (2) A member of the public (or a member of the
12 Judicial Advisory Committee;

13 (3) An individual appointed by the Presiding
14 Superior Court Judge.

15 6. Appointment of a special judicial officer will be for a
16 maximum period of 12 months generally coinciding with the July 1
17 fiscal year. Re-appointment will depend on an annual evaluation
18 performed by the judge of the court in which the special judicial
19 officer serves.

20 7. Evaluations will contain the minimum information:

21 A. Term of appointment.

22 B. Date appointment is to expire.

23 C. Information from both professional and public
24 participants in the legal process.

25 D. Recommendation for salary changes, if any.

26 E. Statements by the judge of the court in which the
27 appointee serves, including assessment of job performance, training
28 needs if any and assessment of the appointee's impact on the

1 | judicial process within that court.

2 | 8. Part-time special judicial officers shall be elected
3 | under the same process as full-time appointees. Evaluation and
4 | education requirements shall also be the same.

5 | 9. Temporary appointments of full and part-time special
6 | judicial officers shall be made by the Presiding Judge in a manner
7 | which serves the best interest of the court. Such an appointment
8 | will not exceed 12 months, and any subsequent appointment must be
9 | made in accordance with the requirements of normal appointments of
10 | special judicial officers.

11 | 10. Volunteers or employees of a court who also perform other
12 | duties in addition to special judicial officer responsibilities
13 | will not be subject to the rules herein for full and part-time
14 | appointees. The judge of the court in which the judicial officer
15 | is appointed shall recommend appointment to the Presiding Judge,
16 | based on the unique responsibilities and status of the employee,
17 | the Presiding Judge will determine on a case by case basis these
18 | individuals in which this rule applies.

19 | 11. The judge of the court in which the full or part-time
20 | judicial officer resides shall certify to the Presiding Judge that
21 | each appointee has met the following:

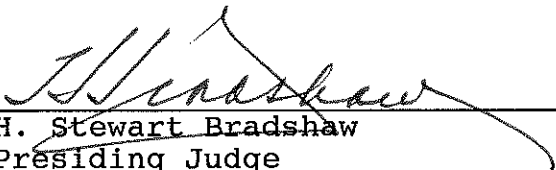
22 | A. New employee orientation at the county and Superior
23 | Court levels as appropriate.

24 | B. COJET requirements.

25 | C. Has had available and received training and
26 | education appropriate to the duties performed and comparable to
27 | that received by the judge or judges of that court.

28 |

Done in Open Court July 22, 1993.


H. Stewart Bradshaw
Presiding Judge

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